

Employment Opportunity

Project Controls – Contract Manager

\$ 90,335 to \$ 133,467 per year plus benefits

Application Process: Applications will be accepted until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

The Job: The Project Controls/Contracts Manager, with support from consultant program/project management staff, is responsible for the management of the Project Controls functions of estimating, scheduling project budgeting, cost control, progress reporting, and fiscal year budget development for SANBAG's capital program. The manager is also responsible for the management of the capital program contracts and agreements. Services will be performed under the direction of the Director of Freeway Construction.

Essential functions of this position are to:

- Provide overall direction to Project Controls staff to ensure coordination and consistency of Project Control functions across individual projects.
- Ensure Project Control software, procedures, and reporting meet or exceeds industry standards.
- Assist with the preparation of documents including management plans, scopes, schedules, budgets, status reports, and closeout documentation.
- Coordinate progress monitoring activities including project schedules, budgets, and cost reporting.
- Promote communication and coordination between Project Control's staff and project management staff to ensure consistency of schedule and cost information, and to ensure effective project delivery and cost control.
- Interface with Management on the status of the various projects and overall program.
- Supervise the Major Project's annual fiscal year budget development process.
- Provide oversight of the Major Project's vendor payments, construction payments, and revenue invoicing for conformance with agreements, project budgets, and proper account and fund coding.
- Provide overall direction to the Project Management staff to ensure the project contracts and agreements are addressing SANBAG's interests and to ensure consistency of contracts and agreements across individual projects.
- Oversee the review and update of SANBAG's general contracts and agreements.
- Develop and present periodic reports on overall contract performance and expenditures.
- Monitor contracts for compliance with state and federal contracting and fund administration requirements.
- Represent SANBAG at various local, regional, state and public meetings on transportation funding issues and project delivery.

Travel: Occasional travel throughout the County and the Southern California region may be required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be provided.

Essential Knowledge and Abilities: Knowledge of:

- Principles, procedures, and techniques for controlling capital projects.
- Principles and practices of capital projects agreements and contracts.
- Procedures for scheduling the engineering and construction of capital projects.
- Procedures and practices of estimating the construction cost of transportation facilities.
- Computer applications related to Project Control and Contract Management.

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Ability to:

- Assume responsibility for all project controls and contract management activities.
- Prepare comprehensive reports and correspondence.
- Work effectively with others within SANBAG and other agencies.
- Manage and complete multiple tasks and meet specific deadlines.
- Develop solutions to technical and procedural problems that support the project goals and the expectations of the project participants.
- Plan financial and staffing needs.
- Maintain accurate records.

Education: Bachelors Degree in Engineering, Construction Management, Business, or a closely related field.

Experience: Six years of progressively responsible experience in project control/contract management, two years which are in management.

Substitution: A Master's degree in a related field may substitute for 1 year of experience.

Physical Demands: Manual and automated entry of complex and lengthy numerical and data items. Ability to converse and respond in forums and meetings. Strength, dexterity, coordination, and vision to use keyboard and video display terminal. Reading long reports. Occasional lifting of items weighing up to 25 pounds, such as files, boxes, and stacks of paper. Moving from place to place within the office and community. Reaching for items above and below desk level. Dexterity in handling files and single sheets of paper, and the ability to sit for long periods of time.

Forward Application to:

San Bernardino Associated Governments
Attn: Terri Miyamoto
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

“An equal opportunity employer.”